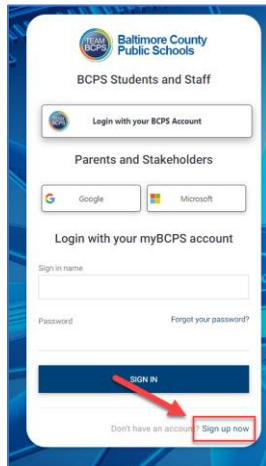


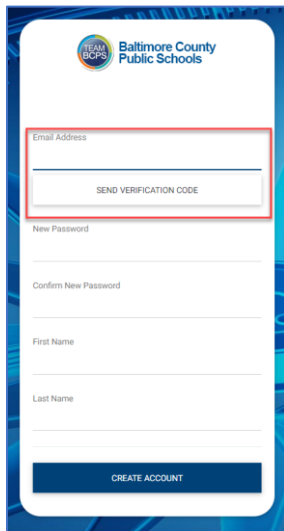
Creating a Parent Account

Note: Parents MUST use the email that was previously provided to the school. If you need assistance please contact your child's school.

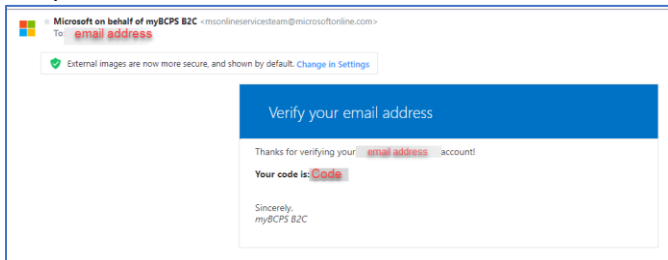
1. Using a CHROME browser, navigate to:
<https://baltimore.focusschoolsoftware.com/focus>
2. Click **Sign up now** in lower right corner.



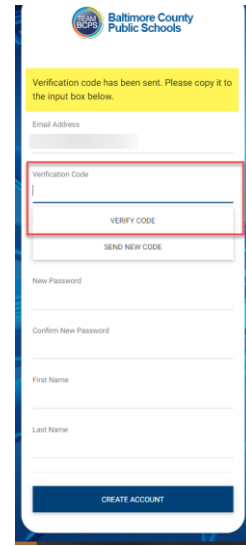
3. Enter the email address that was provided to the school and click **Send Verification Code**.



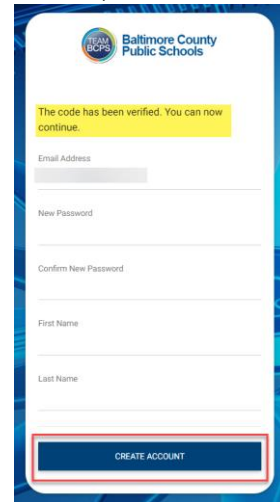
4. Open the email and locate the email correspondence from myBCPS B2C.



5. Copy the code from the email and enter it on the portal screen under **Verification Code** and select **Verify Code**.



6. After entering the code, users should continue by making a **New Password, Confirm New Password** and enter their **First Name** and **Last Name**, click **Create Account**.



7. Returning users should enter their **username** and **password** and click **Sign in**.

